

COUNTY TREASURERS' 2013 CONFERENCE

BMV FTP SITE ORGANIZATION

***presented by
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Auditor of State's Office***

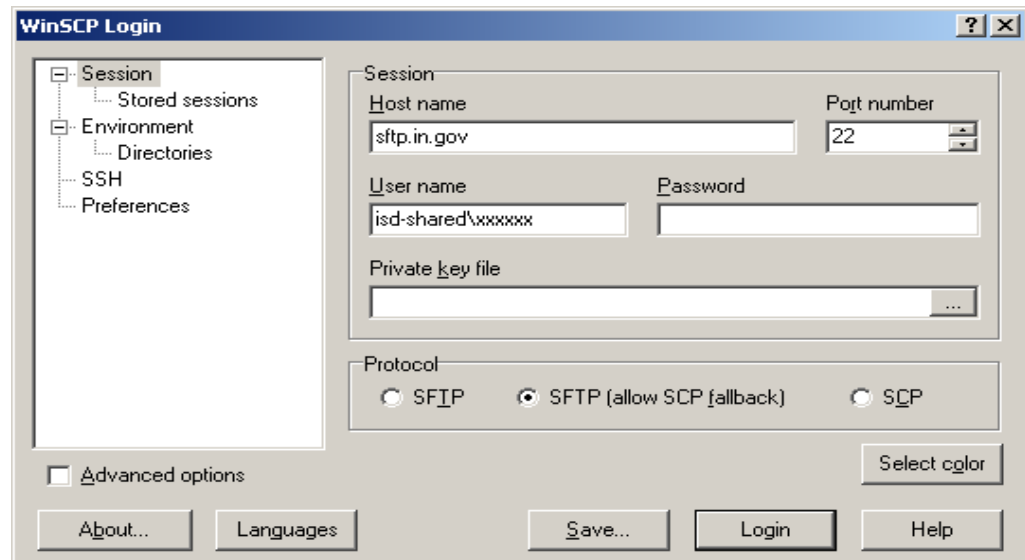
What is the BMV FTP Site?

- The Bureau of Motor Vehicles (BMV) File Transfer Protocol (FTP) Site is most commonly used to retrieve Vehicle License Information from the BMV.
- The Auditor of State's Office also uses the BMV FTP Site to provide the county Auditor's Office and Treasurer's Office with the forms to complete the Abstract and the June and December Settlements.

Initial Login

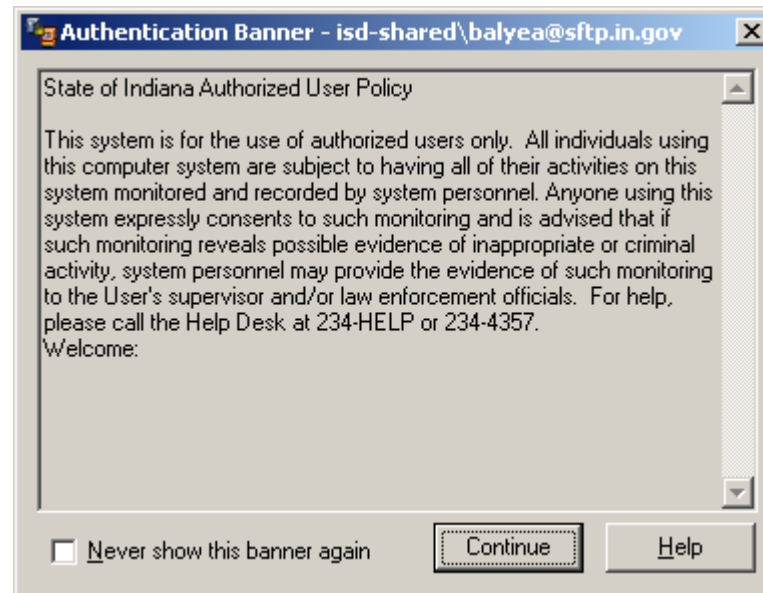
To organize the file structure of the BMV FTP Site you must login.

You will login to the BMV FTP Site as you would normally login to retrieve BMV data.



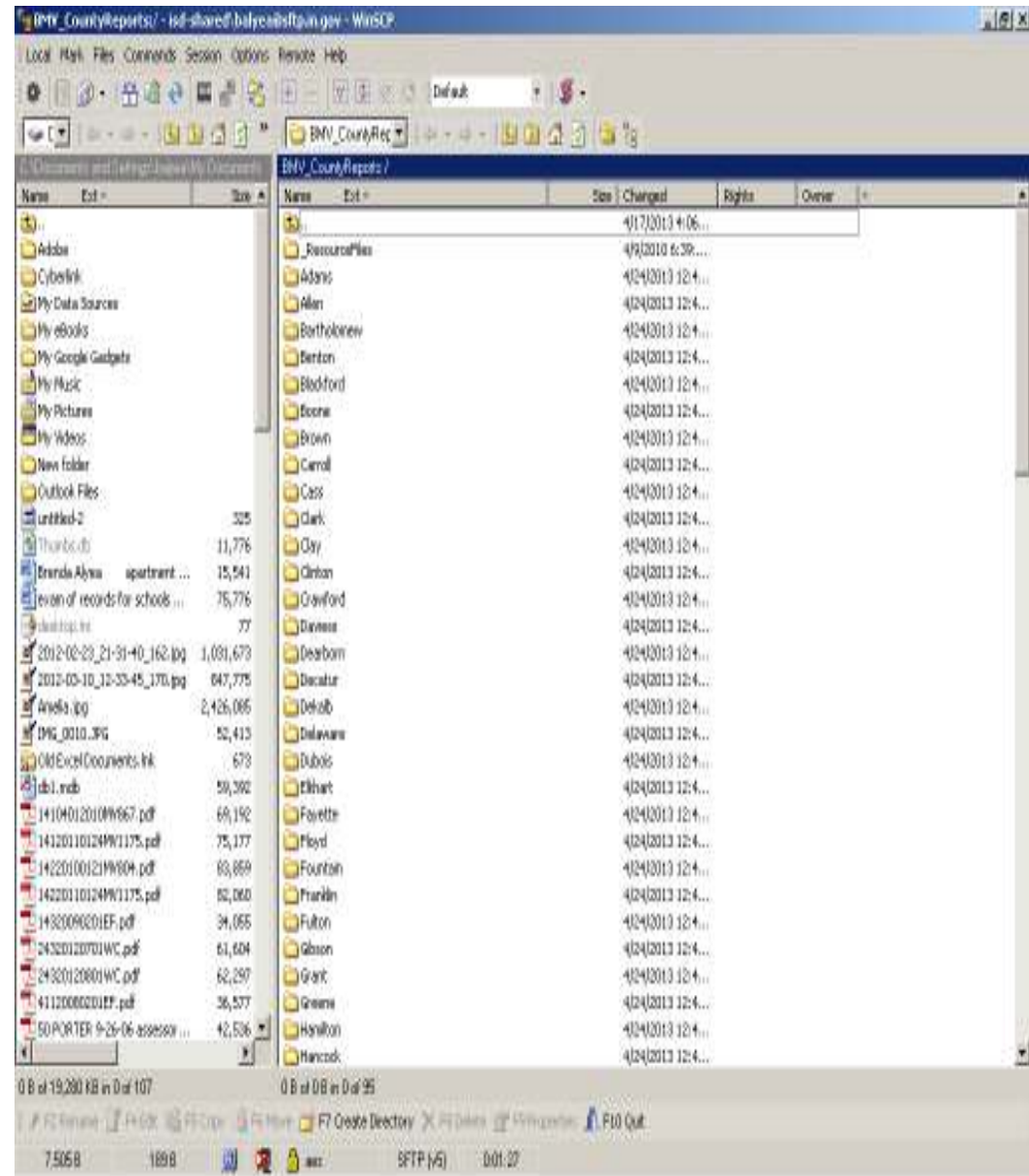
Authentication Banner

On the Authentication
Banner you will need
to click “Continue”



BMV_County Reports

When on the BMV_County Reports screen, select your county by double clicking on the file folder next to the county name.

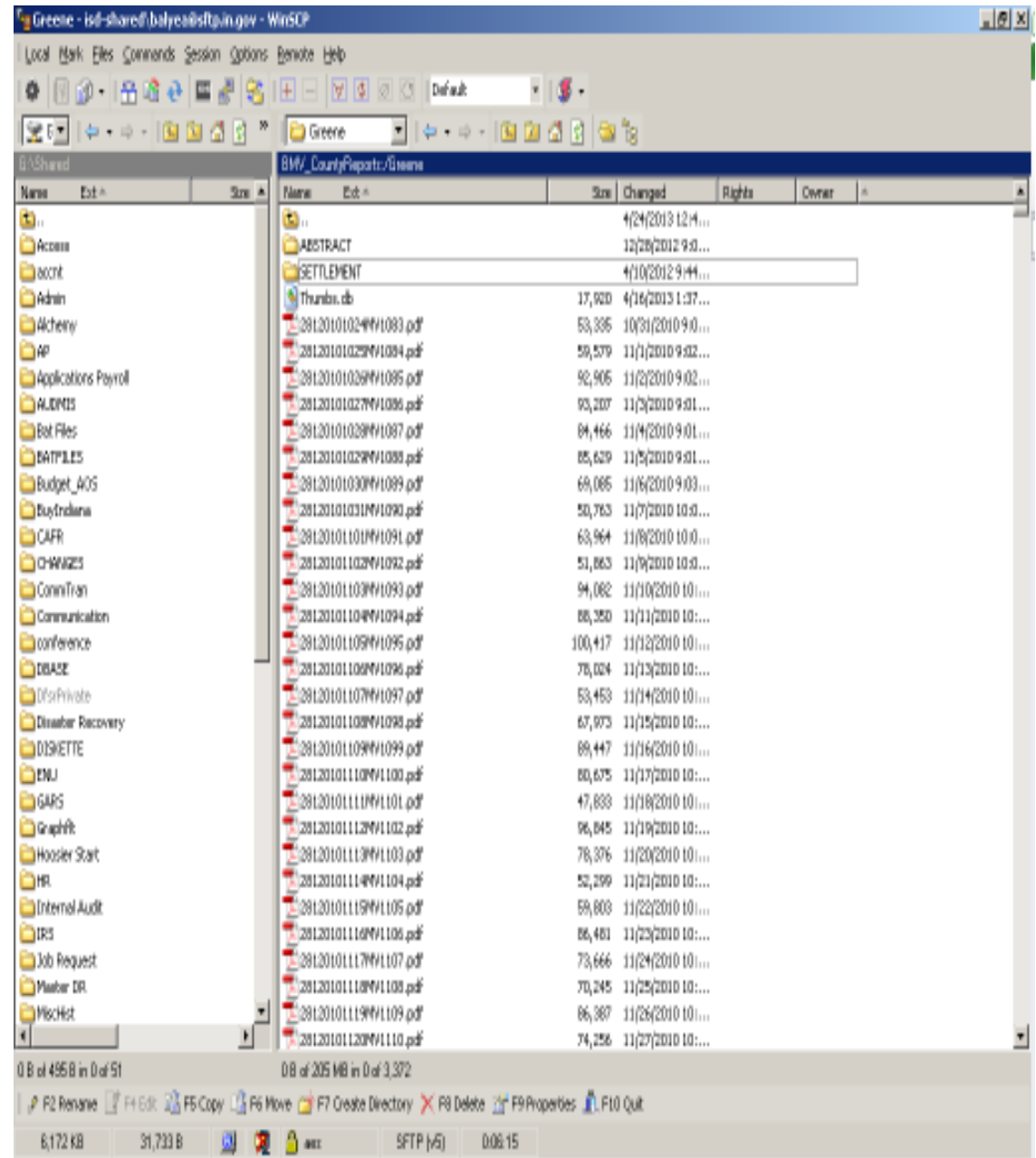


File Folder Creation

After you have selected your county file, you will see all your Vehicle Registration Data and File Folders created by the Auditor of State's Office labeled Abstract and Settlement

It is on this screen that you will want to create the new File Folder(s) to start organizing your Vehicle Registration Reports from the BMV.

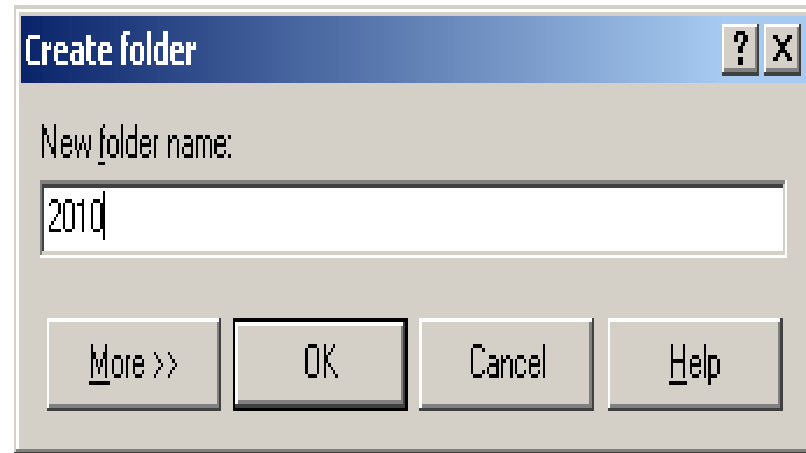
You will need to Press the F7 Key to create the new folder.



New Folder Name

After the F7 key has been pressed you will see the adjacent screen. In the space provided enter the name of the new folder and click OK.

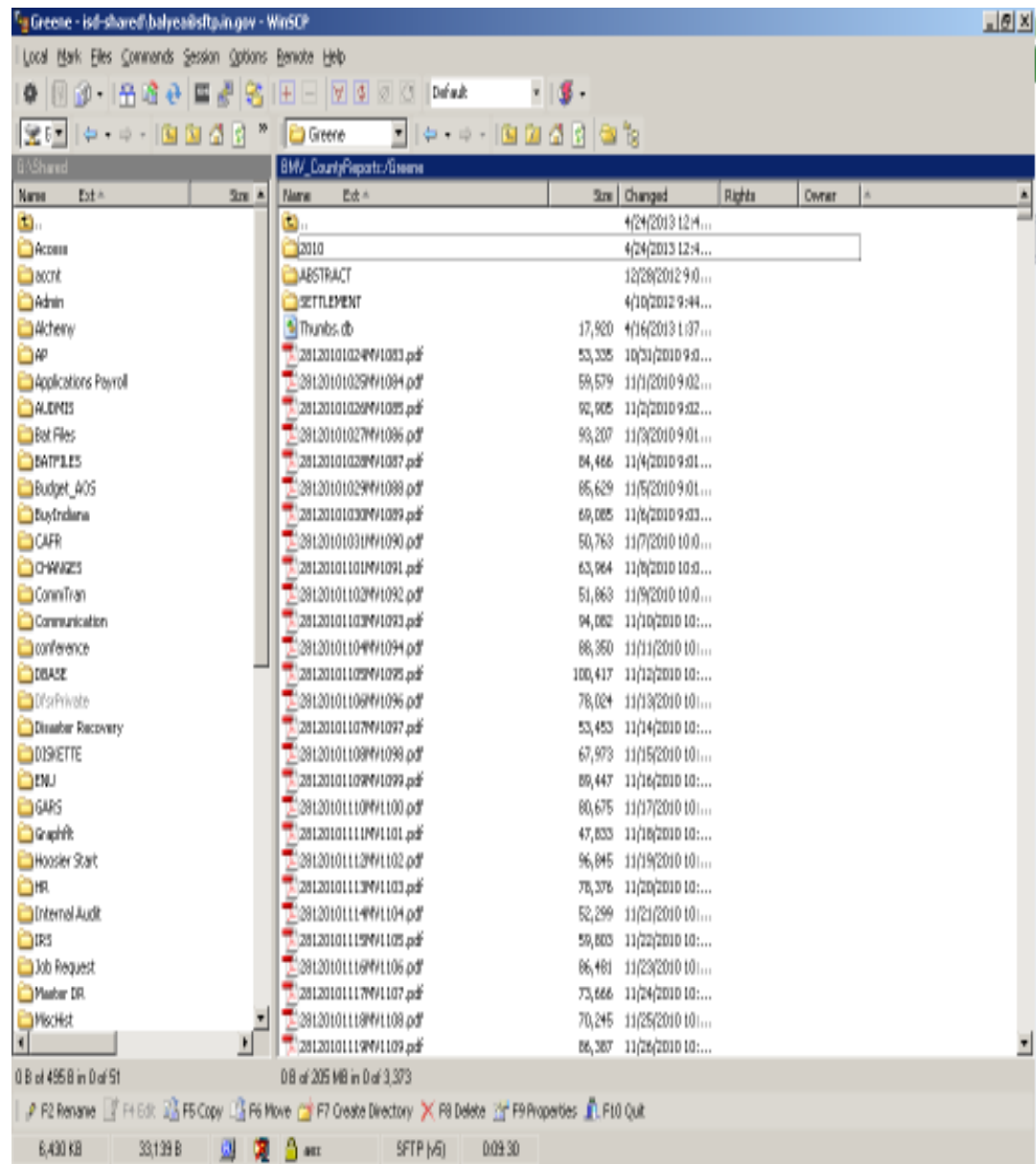
NOTE: When you name the folder, use a name that not only makes sense to you, but to anyone that might use the BMV FTP Site.



Locating New Folder

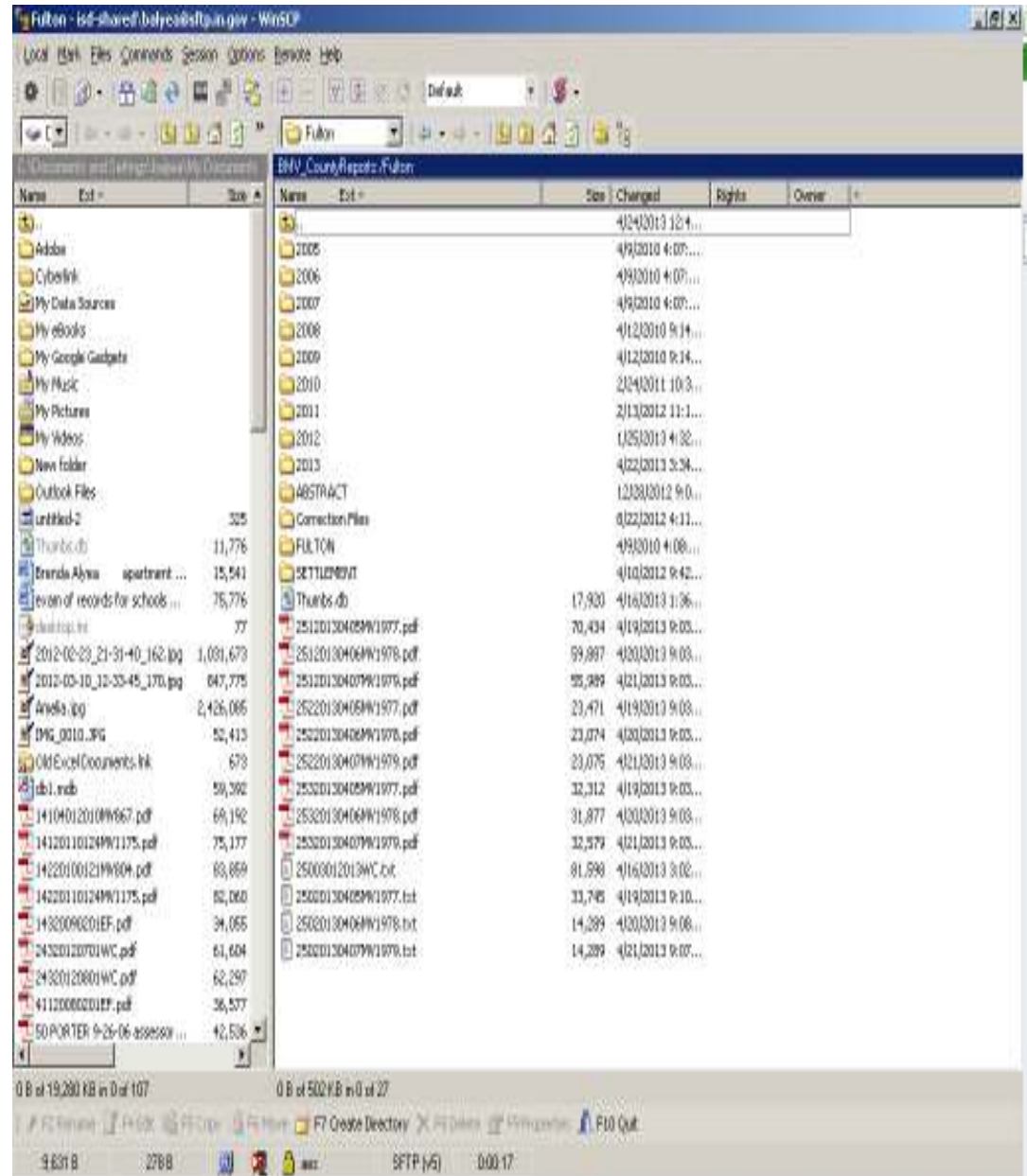
File folders are organized automatically by numeric names first, then alphabetically.

To move the files to the new folder you can either click and drag the file or you can right click on the mouse and select “Move to”.



Organized FTP Site

As you can see, keeping the BMV FTP Site file structure organized, makes for easier and quicker data retrieval.



Questions

For questions on File Structure:

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For Access to BMV FTP Site Contact:

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